



15 APRIL 2004

Operations

**REPORTING STATUS OF AEROSPACE
EXPEDITIONARY FORCES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*, 19 February 2002, is supplemented as follows. It is applicable to the ANG with the following exceptions and modifications. For the purpose of this instruction MAJCOM for the NGB is defined as the Air National Guard.

1.6.5.1. (Added) ANG War and Mobilization Plans Branch (ANG/XOXW) is the office of responsibility for UTC Management Information System (UMIS). UMIS is the sole source document baseline for UTCs maintained by each ANG unit. Data in UMIS is the source for AFWUS data. ANG/XOXW updates AFWUS.

2.2.6.1. (Added) ANG Readiness Assessment Branch (ANG/XOXR) is the ANG Air and Space Expeditionary Force (AEF) UTC ART point of contact (POC) and responsible for maintaining current ANG policy/guidance.

2.3.1.1. (Added) ANG liaisons at the AEFC function as advisors to ANG/XOXR on current policy, procedures and information relating to the ANG ART Program

2.4.1. (Added) ANG Time-Phased Force and Deployment Data (TPFDD) Libraries are based on UTCs in UMIS and divided into AEFs in accordance with (IAW) the ANG AEF Apportionment Schedule.

2.4.2. (Added) ANG War and Mobilization Plans Branch (ANG/XOXW) will:

2.4.2.1. (Added) Receive UTC updates for UMIS and AFWUS from ANG Functional Area Managers (FAMs).

2.4.2.2. (Added) Provide ANG Contingency Plan Branch (ANG/XOXC) a change report as necessary.

2.4.3. (Added) ANG Contingency Plans Branch (ANG/XOXC) will:

2.4.3.1. (Added) Populate and validate the TPFDD library using UTCs from UMIS/AFWUS.

2.4.3.2. (Added) As necessary update the libraries IAW the change report provided by ANG/XOXW.

2.4.4. (Added) ANG Readiness Assessment Branch (ANG/XOXR), as primary ANG ART Office of Primary Responsibility (OPR) will:

2.4.4.1. (Added) Verify and track unit-level access to the ART database through the wing/independent unit ART Manager.

2.4.4.2. (Added) Be the approving authority for wing and unit level profiles.

2.4.4.3. (Added) Provide training for ANG FAMs and ANG Wing level personnel. Provide ANG/XOXW names of ANG FAMs who completed training.

2.4.5. (Added) ANG Operations Deployments Branch (ANG/XOXA) will:

2.4.5.1. (Added) Certify tasked ANG wings for deployment. (As described in Chapter 4)

2.4.6. (Added) ANG Functional Area Managers will:

2.4.6.1. (Added) Submit UTC updates to ANG/XOXW for inclusion in UMIS and AFWUS.

2.4.6.2. (Added) Review functional area ART reports for timeliness, accuracy and validity. Coordinate with the designated unit ART monitors to verify reporting.

2.6. ANG Independent Unit Commanders will have equivalent responsibilities of Wing Commanders.

2.7.1.2.1. (Added) ANG ART OPR will monitor monthly submission of ANG unit ART data and provide monthly status updates to ANG unit ART managers and ANG FAMs.

2.7.1.2.2. (Added) ANG FAMs will ensure their functional areas at wing/unit level are submitting timely, accurate and valid data.

2.7.1.3.1. (Added) ANG Functional Area Managers will accomplish monthly.

2.7.1.4.1. (Added) ANG ART OPR will, when notified by AEFC of official TPFDD Library updates, notify units and FAMs of changes to unit database.

2.7.1.5.1. (Added) ANG Functional Area Managers will:

2.7.1.5.2. (Added) FAMs will coordinate any discrepancies of accuracy of the TPFDD Libraries with ANG/XOXC for action.

2.7.1.5.3. (Added) Review UMIS and TPFDD Library to ensure currency, accuracy and validity. Coordinate correction of any discrepancies or omissions with ANG/XOXC and ANG/XOXW. Coordinate with appropriate agencies to resolve unit TPFDD mismatches or omissions. Provide assistance and feedback to unit regarding resolution.

2.7.1.5.4. (Added) Review, assess adequacy of the remarks and will challenge inadequate remarks.

2.7.2.2.1. (Added) NAFs are not responsible for ART inputs of ANG units in a less than fully mobilized status.

2.7.3.1. Wing level ART OPR will be the Logistics Readiness Flight. Independent unit ART OPR will be the Logistics Readiness Flight if one exists. Independent units without a Logistics Readiness Flight will designate unit level ART OPR and forward OPR information to ANG/XOXR. The Logistics Readiness Flight or Independent unit ART OPR immediate work area will be equipped with SIPRNET capability.

2.7.3.1.1. (Added) ANG Wing level ART OPRs will maintain a current continuity folder with the following information:

2.7.3.1.2. (Added) Wing level OPR maintains ART appointment letters for all personnel with ART functions, to include subordinate units.

2.7.3.1.3. (Added) Description of Wing ART Reporting Method to include all steps from data collection at unit level through commander assessment and actual ART database update. Timelines for reporting ART data will be included. Method used to describe this may be flow chart. ART remarks must be complete and not terms such as (“50% equipment available “ or “ 75% personnel trained”). See [Attachment 6 \(Added\)](#) for a sample flow chart.

2.7.3.1.4. (Added) Responsibilities of each key unit functional area.

2.7.3.1.5. (Added) Description/sample of forms used to collect data. See [Attachment 7 \(Added\)](#).

2.7.3.1.6. (Added) Wing Commander’s review procedures, method and documentation of review (signature on current report is sufficient)

2.7.3.1.7. (Added) Training method for unit ART OPRs, copies of materials used in the training program, and documentation of training accomplished.

2.7.3.1.8. (Added) Wing level ART OPR will be required to produce and maintain a wing ART report on a monthly basis. This can be kept and used to brief the wing commander.

2.7.4.9. (Added) ANG Unit level ART OPRs will maintain a current continuity folder with the following information:

2.7.4.9.1. (Added) All individuals handling this information are required to protect to from unauthorized disclosure.

2.7.4.9.2. (Added) Maintain a copy of the unit’s appointment letter of appointed ART monitors.

2.7.4.9.3. (Added) Description of Wing ART Reporting Methods to include all steps from data collection at the unit level through commander assessment and actual ART Database update. Timelines for reporting ART data will be included. Method used to describe this may be a flow chart. See [Attachment 6 \(Added\)](#) for a sample flow chart.

2.7.4.9.4. (Added) Responsibilities of each key unit functional area.

2.7.4.9.5. (Added) Unit commander’s review procedures, method and documentation of review (signature on current report is sufficient).

2.7.4.9.6. (Added) Training materials and other ART reporting guidance provided by the wing level ART OPR.

2.7.4.9.7. (Added) Unit’s current ART report paperwork or AF 614, *Charge Out Record*, to show location of reports. This paperwork will include any worksheets used to collect data for the current ART report. It will also include a monthly ART database generated report showing all unit UTCs. Coordinate any discrepancies or omissions with ANG FAMs.

3.4.4.1. (Added) ANG personnel available for deployment are those whom the unit commander has OPCON and are not on state active duty orders under the appropriate state statute.

3.4.4.2. (Added) AFSC substitution rules in AFI 10-400, *Expeditionary Aerospace Force Planning*, Paragraph 7.9.2., also apply for ART reporting purposes.

3.5.3.1. If a UTC is incorrectly assigned to a unit in the TPFDD Library, the unit will report the UTC Red and will put in remarks section of the Bad or Improperly postured UTCs remarks that address situation and contact the FAM for corrective action.

Figure 3.1.

NOTE 1 (Added) UTCs containing personnel who are on state active duty orders under a state statute may not be available for deployment. Therefore, those UTCs must be rated no better than yellow for the duration of those state active duty orders.

Figure 4.1.

NOTE 1. (Added) For ANG, replace NAF/CC role with ANG/XOX. For ANG certification, MAJCOM/CC is Director, Air National Guard (NGB/CF).

4.2.3.1.1. (Added) The Commanders' Certification Message will document the wing commanders certification of UTCs tasked to deploy. Commanders will forward the Certification Message via classified email to ANG/XOX no later than (NLT) six weeks prior to AEF deployment eligibility window. If deficiencies or shortfalls exist, remarks and get well date and plan must be documented in ART. **NOTE:** Remarks should contain clear text explaining the deficiency. Sample Wing certification will be on ANG website <https://airguard.ang.af.mil/xo/xox/art/art.htm>.

4.2.3.1.2. (Added) ANG Certification procedures will use information obtained from the ANG/XOXA, 30 days prior to each AEF pair deployment eligibility window, NGB/CF will transmit a classified email to the AEFC Commander at <mailto:aeftcenter@langley.af.smil.mil>. The certification message will identify that forces are certified and ready for the required deployment. This statement identifies that all training including theater specific requirements is complete, the tasked UTCs can meet the UTC Mission Capability Statement (MISCAP) and required equipment is available and functional. Sample MAJCOM certification message is in AFI 10-244, Attachment 2.

4.2.8. (Added) ANG Units:

4.2.8.1. (Added) ANG units will transmit a Unit Certification Message to the ANG/XOXA NLT six weeks prior to AEF deployment eligibility window. Send the messages via SIPRNET e-mail. This message documents the commander's certification of the UTCs tasked to deploy and significant unit participation in preparatory training events where applicable. Certification messages are classified depending on their message content IAW Paragraph 3.1.

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-400, *Expeditionary Aerospace Force Planning*

Abbreviations and Acronyms

AEF—Air and Space Expeditionary Force

DOC—Designed Operational Capability

FAM—Functional Area Manager

GSU—Geographically Separate Units

IAW—in accordance with

LOGDET—Logistics Detail

MANFOR—Manpower Force Packaging System

MISCAP—Mission Capability Statement

NLT—no later than

OPR—Office of Primary Responsibility

POC—point of contact

TPFDD—Time-Phased Force and Deployment Data

UMIS—Unit Type Code (UTC) Management Information System

Terms

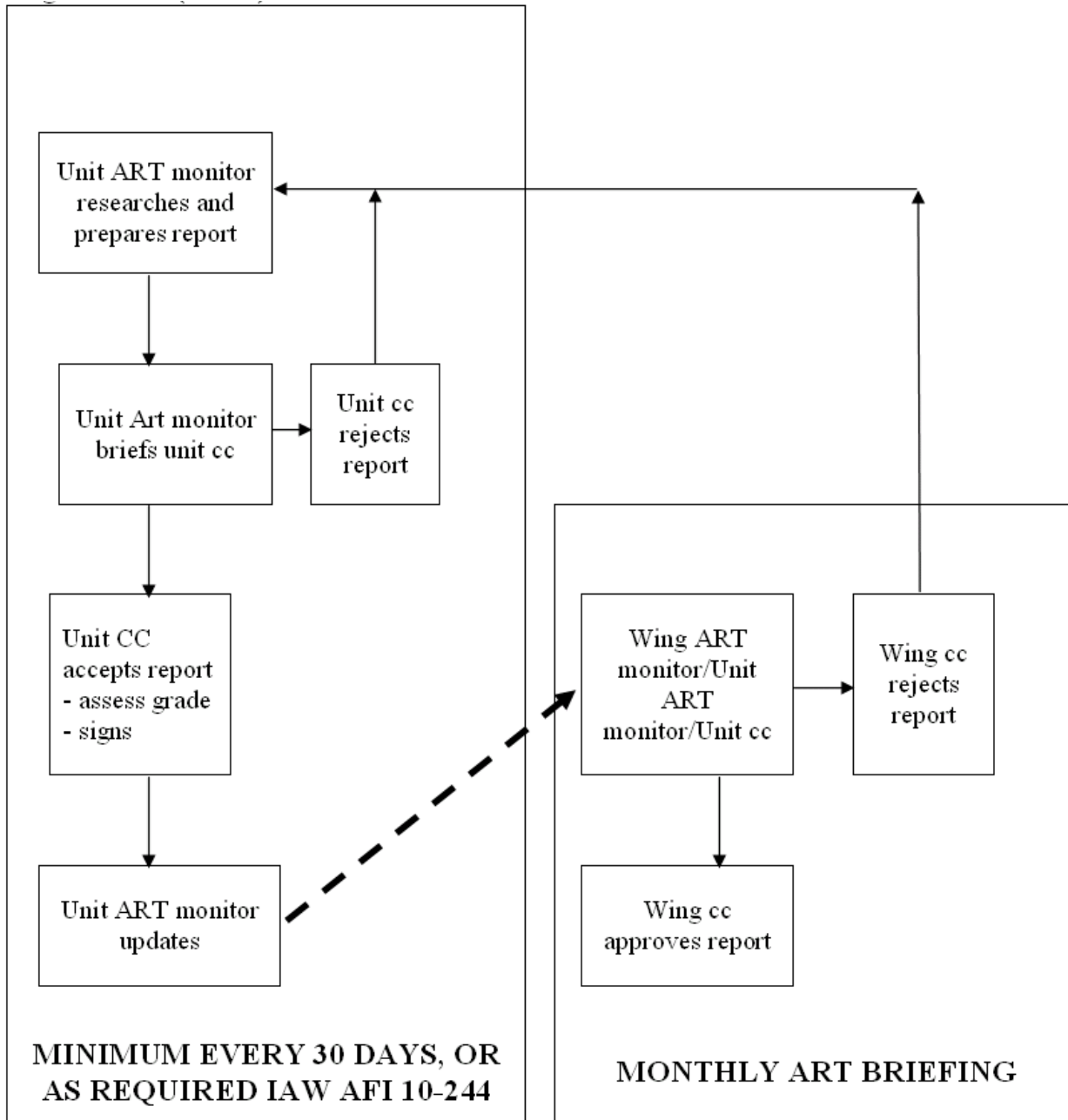
Independent Unit—Unit not aligned under force structure to an ANG Flying Wing. Normally termed as Geographically Separate Units (GSU), although they may be co-located with an ANG Flying Wing.

UTC Management Information System (UMIS)—A database developed by ANG/XOX that contains all ANG UTCs tasked for potential deployment, either specifically or notionally. Other information available in UMIS: Unclassified; Designed Operational Capability (DOC); Manpower Force packaging System (MANFOR); Logistics Detail (LOGDET); ANG FAM POC; Pilot Unit information; Air Force Planning Publications

Attachment 6 (Added)

SAMPLE FLOW CHART FOR DATA COLLECTION AT UNIT LEVEL

Figure A6.1. (Added) Flow Chart for Data Collection at Unit Level



Attachment 7 (Added)

AEF REPORTING TOOL (ART) WORKSHEET SAMPLE

Figure A7.1. Sample ART Worksheet.

SECRET (WHEN FILLED IN)			
AEF REPORTING TOOL (ART) WORKSHEET			
(DO NOT COMPLETE THIS FORM ELECTRONICALLY UNLESS THE PERSONAL COMPUTER IS CLEARED FOR CLASSIFIED DATA PROCESSING)			
IAW AFI 10-244, this worksheet is classified CONFIDENTIAL when complete with data. Aggregate assessments (two or more UTC assessments) are classified SECRET.			
UNIT		TPFDD Library File Date Data of TPFDD library used to determine your ART reportable UTCs	
UTC Refer to AEF TPFDD library		ULN Refer to AEF TPFDD Library (known as REQID in library)	
UTC STOPLIGHT ASSESSMENT (Circle your assessment)	GREEN	YELLOW	RED
Refer to AFI 10-244, Paragraph 3.5., to determine the proper UTC status.			
REMARKS (no remarks required if GREEN)			
If Yellow or Red, provide separate remarks for the following categories as required. At least one remark is required. Attachments are permitted. Refer to AFI 10-244, paragraph 3.7 for Remarks instructions.			
Personnel			
Training			
Equipment Supply			
Equipment Condition			
GET WELL DATE (must be provided by day/month/year if UTC is Yellow or Red)			
Is UTC tasked to support a Steady State Contingency? (ONW, OSW, OJG, OJF, Coronet Oak)	YES NO	If NO, continue to next line. If YES, skip to "Can UTC Meet Theater Specific Requirements?"	
Is UTC Tasked to Deploy? (For deployments other than a Steady State Contingency.)	YES NO	If YES, continue to next line. If NO, continue to "PREPARED BY" block.	
Can UTC Meet Theater Specific Requirements? (A UTC can be Green and not meet Theater Remarks. Refer to AFI 10- 244, Paragraph 3.6)	YES NO	If YES, is the entire UTC tasked or only a portion? If NO, provide your own remarks below for the specific line remarks that cannot be met and why.	ENTIRE PORTION (Enter into database as a remark)
Theater Specific Requirement Remarks			
PREPARED BY		DATE	
CC SIGNATURE		DATE	

Declassify on: _____. The date of declassification is four years from the date of the document for each level
of classification. Declassification timeline is four years for CONFIDENTIAL, eight years for SECRET.

SECRET (WHEN FILLED IN)

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